

**DEPUTY PROBATION OFFICER**  
**SENIOR PROBATION OFFICER**

**Class No. 005065**  
**Class No. 005090**

**DEFINITION:**

Under general supervision, to perform a wide variety of probation casework, remedial, and preventative services to adult and/or juvenile offenders sentenced by the Courts and perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Deputy and Senior Probation Officers are professional classes that perform a variety of probation work such as background and case history investigations, court report preparation and treatment plan recommendations for adult offenders or delinquent juveniles. These classes also provide remedial or preventative services to adult probationers or juveniles in field and institutional settings. Positions in these classes are only found in the Probation Department.

**Deputy Probation Officer:** This is the journey class of the Probation Officer class series. Under general supervision, Deputy Probation Officers perform professional casework for juvenile and adult offenders, supervise probationers, and participate as working member of the institutional treatment and counseling teams.

**Senior Probation Officer:** This is the advanced journey level/lead worker class in the Probation Officer class series. Under general supervision, Senior Probation Officers handle the more complex or difficult case problems, may act as a shift leader, and provide technical guidance and training to lower classes. Senior Probation Officer differs from the next higher class, Supervising Probation Officer, is the first line supervisor responsible for the coordination, direction, scheduling and supervision of either field services, a special program or an institution.

**EXAMPLES OF DUTIES:**

Inquires into the problems, antecedents, character, family history, and environment of minors referred to the Juvenile Court and Probation Officer; writes detailed case history reports that include all information necessary to be used by the Court in the deposition of juvenile and adult cases; makes plans and recommendations for the rehabilitation, supervision, and placement of wards of the Court; prepares court reports, court orders, and other legal documents in connection with actions for stepparents' adoptions, etc.; occasionally acts as witness in court; supervises and counsels individuals and groups in an institution; conducts complete investigations of adult offenders; supervises, counsels, aides, and encourages juvenile and adult probationers; may function in a lead capacity in the absence of a Senior Probation Officer, or in operations involving routinized process; may be assigned duties related to fire fighting activities in some assignments.

**Senior Probation Officer:** All of the duties listed above and: studies, diagnoses, plans treatment for and supervises difficult probation cases; implements supervision plans and enforces court orders; makes plans for the rehabilitation and supervision of wards of the juvenile court; acts as shift leader to coordinate daily activities in an institution; acts in the absence of the supervisor, assigning work tasks and assuring compliance with departmental policy; assists in the training of staff; orients new inmates; helps resolve routine staff and inmate problems; conducts investigations; prepares reports; and may be called upon to handle medical, security or disciplinary emergencies.

### **MINIMUM QUALIFICATIONS:**

Knowledge Level:      T = Thorough;      G = General;      -- = Not Applicable

Classification Level:      I = Deputy Probation Officer  
   II = Senior Probation Officer

### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	
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T	T	Group and individual counseling theory and methods.
T	T	Interview and investigative techniques.
T	T	Report writing principles including rules of correct grammar, punctuation, and sentence structure.
G	T	Federal, State, and local criminal justice laws, regulations, codes and ordinances pertinent to adult and juvenile detention and probation work.
G	T	Law enforcement and related legal terminology.
G	T	Behavioral science principles and their application to casework and/or group work.
G	T	Federal, State, and local criminal justice system operations and services.
--	G	Principles and methods of personnel guidance and training.

### **Skills and Abilities to:**

The following apply to both classes:

- Read, comprehend and appropriately apply laws, regulations and policies.
- Observe and record events accurately and concisely.
- Interpret aberrant behavior of individuals and groups
- Read, analyze and retain information of a factual or procedural nature.
- Counsel individuals and groups.
- Assess situations to prevent or solve problems and take appropriate course of action.
- Prepare and provide testimony in court.
- Exercise good judgment in maintaining order and security, and directing the activities of inmates/wards in a detention/correctional facility.
- Communicate effectively both orally and in writing with people of various educational, socio-economic, and cultural backgrounds.
- Exercise tact, judgment and strategy with a variety of people and in a variety of situations.
- Establish and maintain effective and coordinated working relationships with those contacted in the course of work.
- Write clear, accurate and concise reports.
- Learn to use word-processing and computer application programs and equipment in the production of work.

### **Senior Probation Officer (in addition to the above):**

- Provide technical guidance and training to subordinate staff.
- Coordinate and direct the activities, care, and treatment of adult and juvenile probationers/wards in as institutional setting.
- Act as lead worker in absence of supervisor.

- Use word processing and computer application programs and equipment in the production of work.

### **EDUCATION/EXPERIENCE:**

Education, training, and experience which clearly demonstrate possession of knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

#### **Deputy Probation Officer:**

1. A bachelor's degree from an accredited college or university; AND, one year full-time experience as a Correctional Deputy Probation Officer, or in an equivalent position in the criminal justice system; OR,
2. A bachelor's degree from an accredited college or university; AND, one year full-time, paid experience providing functions of treatment counseling, criminal investigation, or as a school teacher (grades K-12) or first-line supervisor in the U.S. military; OR,
3. A minimum of 60 semester units from an accredited college or university; AND, three years of full-time experience as a Correctional Deputy Probation Officer, in the County of San Diego.

#### **Senior Probation Officer:**

A bachelor's degree and two (2) years of experience as a Deputy Probation Officer in the County of San Diego.

### **SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

#### **Special Requirements for Peace Officers:**

Incumbents are Peace Officers as defined in Section 830.5 of the California Penal Code, and must meet employment guidelines established by the Commission for Peace Officer Standards and Training (POST) and the provisions of Section 1031 of the California Government Code. Applicants must be 21 years of age by the time of appointment and must be a U.S. citizen.

Individuals under hiring consideration are required to pass a criminal and personal background investigation (felony convictions and some misdemeanor convictions are disqualifying); a polygraph examination; and a psychological and medical evaluation.

Some positions may require carrying a weapon and meeting certification requirements.

#### **License:**

A valid California Class C driver's license must be maintained during employment. Some positions require the possession of a valid Class B driver's license.

#### **Working Conditions:**

Employees are assigned to regular and rotating shifts which may include day, swing and/or nights as well as weekend and holiday shifts. Probation officers may be assigned to correctional institutions located in remote areas, may be exposed to

inmates and probationers that exhibit hostile, abusive, or aggressive behavior and may be required to physically restrain them when necessary.